

How to Edit Entries to Alaska Women Speak

First find the file you submitted, most likely a Word file, open it and make the edits they suggested if you approve of them. Make any other edits that are needed.

Save the file.

Go to

<https://alaskawomenspeak.submittable.com/submit>

Scroll to the bottom and click View your submissions.

This will take you to submittable where you should sign in to your account.

You will be at My submissions page where you should see your Alaska Women's Speak entry like this.

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
Editable	Rough Crossing	Alaska Women Speak	Alaska Women Speak Sprin...	Feb 15, 2024

This is my entry; you should see your title in your account.

Click on the title and you should see the activity that relates to this title.

You can click on Messages tab to see the most recent email exchange.

To upload your edited file, click on the Forms tab. You should see this except with your title showing.

Eligibility Form

 No form submitted

Initial Form: Alaska Women Speak

 **Alaska Women Speak Spring 2024: Luck (Deadline 2/15)**
Submitted on February 15, 2024 

Click Edit and you should see this with your title showing. Click the garbage can to delete the file you previously upload.

Prose, Poetry, Art Submission *

 **Rough-Crossing.docx**  

After deleting the previously uploaded file, you will see this.

Prose, Poetry, Art Submission *



Now click Choose File, then navigate to your corrected file on your computer, click on it to highlight it, then click Open at the bottom of your window. The file should upload and you should see this.

Prose, Poetry, Art Submission *



Rough-Crossing.docx



Where the name of your newly uploaded file is shown above.

Scroll down to the bottom of the page.

If you want to make a donation, leave the Donation box checked, otherwise uncheck it.

(It seems that you should ignore the Date Question.)

Click Submit Form.

Curiously, I was then sent to a page that listed the Fall 2023 submission but I think this is a error that is in their setup.

Click the browser back button and you should see

Initial Form: Alaska Women Speak

✓ **Alaska Women Speak Spring 2024: Luck (Deadline 2/15)**
Submitted on March 6, 2024

Which should show your title and the correct issue and the submitted date should be today – the day you just made this upload.